

Local Rule 5-7 – Signatures in Cases Filed Electronically

(a) Filing Certain Papers Signed by an Attorney. A pleading, motion, brief, or notice filed electronically under an attorney's ECF log-in and password must be signed by that attorney.

(b) Form of Electronic Signature. If a paper is converted directly from a word processing application to .pdf (as opposed to scanning), the name of the Filing User under whose log-in and password the paper is submitted must be preceded by a "s/" and typed on the signature line where the Filing User's handwritten signature would otherwise appear.

(c) Other Papers. A signature on a paper other than a paper filed as provided under subdivision (a) must be an original handwritten signature and must be scanned into .pdf format for electronic filing.

(d) Effect of Electronic Signature. Filing an electronically signed paper under an attorney's ECF log-in and password constitutes the attorney's signature on the paper under the Federal Rules of Civil Procedure, under these local rules, and for any other reason a signature is required in connection with the court's activities.

(e) Papers with Multiple Attorneys' Signatures. A paper signed by more than one attorney and electronically filed must:

(1) include a representation on the signature lines where the handwritten signatures of the non-filing attorneys would otherwise appear that the non-filing attorneys consent to the paper;

(2) identify in the signature block the non-filing attorneys whose signatures are required and be followed by notices of endorsement filed by the other attorneys within three business days after the original paper is filed; or

(3) include a scanned paper containing all necessary signatures.

(f) Unauthorized Use of ECF Log-in and Password. No one may knowingly allow anyone other than a filer's authorized agent to use the filer's ECF log-in and password.

Note: Effective January 1, 2012, former Local Rule 5.11 becomes Local Rule 5-7.